



U.S. Department of State  
**FOREIGN SERVICE RETIREMENT CHECKLIST**  
(STATE EMPLOYEES ONLY)

\_\_\_\_\_ Submit to HR/RET completed form DS-5004 "Application for Retirement", and form OF-126 "Foreign Service Residence and Dependency Report".

\_\_\_\_\_ If at Post, transmit a telegram to RET prior to your date of retirement with the following information: (1) Whether you will retire at Post or in the Department. Any request for consultation prior to retirement needs to be approved by HR/CDA; (2) Your address(es) for correspondence and lump-sum payments; and (3) Your travel itinerary in order that RET may transmit your initial retirement package (annuity roll forms).

\_\_\_\_\_ Upon receipt of your retirement application, RET will process approval of your retirement, provide you with the initial retirement benefit letter, and initiate the necessary form SF-52 "Request for Personnel Action/retirement".

\_\_\_\_\_ Travel orders for you and your eligible dependents will be processed by your HR/CDA personnel technician. Information on travel to your separation address/shipment of your effects may be obtained from your HR/CDA technician and the Office of Transportation, OPR/ST.

\_\_\_\_\_ Please initiate your **separation medical examination** for yourself and your eligible family dependents **prior** to your effective date of retirement by contacting **M/MED directly (Telephone (202) 663-1779.)** The separation medical may be taken at post if there are adequate facilities.

\_\_\_\_\_ **RET's annuity roll processing forms must be returned to your Retirement Counselor no later than 30 days before your effective date of retirement.**

\_\_\_\_\_ Diplomatic passports for you and your eligible dependents will need to be canceled prior to your effective date of retirement. Please have them canceled at the Passport Office, **Room 1252**, and show the canceled passport(s) to your RET Retirement Counselor.

\_\_\_\_\_ If retiring from the Department, your U.S. Department of State ID Card must be turned in to your Bureau Executive Office on your last day, and you need to complete the form OF-109 "Separation Statement".

\_\_\_\_\_ If retiring from Post, form OF-109 "Separation Statement"/with ID Card, form DS-8 "Fiscal Clearance for Final Salary Payment", and form DS-8A "Administrative Clearance for Separation", need to be transmitted by Post to RET.

\_\_\_\_\_ Upon arrival from post for consultation prior to retirement or to attend the Retirement Seminar, please submit your completed form DS-1707 "Leave, Travel and Consultation Status", to your HR/RET Retirement Counselor.

\_\_\_\_\_ A retired ID Card will be issued to you by RET.

\_\_\_\_\_ Senior officers subject to the Financial Disclosure Report must file with L/EMP/FD the Termination Certification Statement and the departure form SF-278 "Executive Branch Personnel Public Financial Disclosure Report", upon retirement. **The completed form SF-278 (termination) is due within 30 days of your effective date of retirement to avoid the \$200.00 late filing fee.**